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h. In addition, the Executive Secretary served as a point of contact for inquiries concerning position occupancy and utilization, and also served as liaison with the Office of Training for compilation of reports for the CIA Career Service Board.

25X1A 2. The Agency has taken another step in the field of career development with publication of Notice [REDACTED] Program for Career Development of Junior Personnel, dated 26 May 1954. Subsequently the Director of Training allocated 30 Junior Officer Training Positions to implement the program.

3. Since the Program for the Career Development of Junior Personnel is applicable to a definite range of personnel in regard to age and grade, and since criteria for participation in the Program are definitive and applied by the Committee for Career Development of Junior Personnel with specific authorities, the utilization of the original Career Development Position Program for personnel who would normally be considered for the more recent Junior Program would weaken the latter. It is suggested that standards be set up for the administration of Career Development Positions and that in so doing, the Career Development Program be considered to consist of senior and junior elements.

4. Administration of the programs (as opposed to administration of the positions which is the responsibility of the Office of Training) is at present divided. The Program for the Career Development of Junior Personnel is administered within the Office of Personnel primarily by the Placement and Utilization Division while the Career Development Position Program was the responsibility of the Executive Secretary of the CIA Career Service Board. It would seem that since the programs are essentially similar in intent, and since it is important that criteria be uniformly applied, the programs should be centrally administered.

5. The Placement and Utilization Division now handles the Junior Program. It is suggested that the Placement and Utilization Division bear administrative responsibility within the Office of Personnel for both.

25X1A 6. It is, therefore, recommended that appropriate action be taken to centralize Office of Personnel responsibilities for both Career Development Programs in the Placement and Utilization Division. In addition, it is recommended that clear authority be established for administration of the "senior" program. Since the revision of Regulation [REDACTED], which previously had vested authority with the CIA Career Service Board, no definite delegation exists in regulations, nor in fact is there any technically sufficient Notice or Regulation authorizing the original Career Development Program together with its 40 slots, other than current T/O authorization. This might well be done through consultation by the Assistant Director for Personnel with the Career Council. After agreement has been reached, revision of appropriate regulations, together with publication of an OPM outlining internal Office

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of Personnel procedures in regard to handling of "senior" requests, should accomplish the desired objectives.

/s/


Chief, Career Service Staff

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CONCUR:

/s/ Harrison G. Reynolds
Assistant Director for Personnel
Chairman

/s/ Matthew Baird
Director of Training
Member

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